

REGISTERING COURSES ON CRICOS PROCEDURE AND CHANGES TO CRICOS REGISTRATION

Approving authority	Executive Management Team
Purpose	This procedure outlines how the Institute can add or change courses on the Institute's CRICOS registration
Responsible Officer	President and CEO
Next scheduled review	June 2031
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	Registering Courses on CRICOS Policy Compliance Policy and Procedure

1. PRINCIPLES

This procedure outlines the processes required by the Ozford Institute of Higher Education (hereafter referred to as 'the Institute') to apply to add one or more courses at one or more locations to the Institute's CRICOS registration.

The *Education Services for Overseas Students Act 2000* sets out the legal framework governing the delivery of education to overseas students studying in Australia on a student visa. The Act governs the CRICOS registration process and obligations of registered providers. Under section 10 H of the ESOS Act a registered provider may apply to add one or more courses at one or more locations to the provider's registration.

The *National Code of Practice for Providers of Education and Training to Overseas Students 2018* sets out the requirements for adding and changing courses on the Institute's CRICOS registration.

2. SCOPE

This procedure applies to all staff and contractors involved in the Institute's operations.

3. DEFINITIONS

Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is an official Australian Government website which lists all Australian education providers that offer courses to students studying in Australia on student visas. CRICOS also lists the courses registered for delivery to international students offered by each provider.

ESOS National Code

The ESOS National Code refers to the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* established under the *Education Services for Overseas Students Act 2000*.

Material Change Notification

A material change notification is the disclosure of events that happen or are likely to happen that will significantly affect a provider's ability to comply with the HES Framework or that will require changes to the National Register or as required under the ESOS Act.

- Section 29(1)(a) of the TEQSA Act requires that a registered higher education provider must notify TEQSA if an event happens or is likely to happen that will significantly affect the provider's ability to meet the HES Framework.
- Section 29(1)(b) of the TEQSA Act requires that a registered higher education provider must notify TEQSA an event that will require the Register to be updated in respect of the provider.
- Section 29(2) of the TEQSA Act requires that the notification must be given no later than 14 days after the day the provider would reasonably be expected to have become aware of the event.
- Section 17A of the ESOS Act requires a provider to notify TEQSA of the following:
 - any occurrence of an event that would significantly affect the provider's ability to comply with the Act (subsection 17A(1) within 10 business days after the event occurs (subsection 17A(2)
 - any prospective changes to the ownership of the registered provider as soon as practicable before the changes takes effect (subsection 17A(3)(a)any prospective or actual change in relation to a related person of the provider (subsection 17A(3)(b)
 - if the change cannot be determined until it takes effect, within 10 business days of the change taking effect ((subsection 17A(3)(b)(i) or
as soon as practicable before the change takes effect ((subsection 17A(3)(b)(ii)

ESOS Standard 11 requirements

The disclosure of certain events to TEQSA are required under the ESOS Act. Standard 11.3 at least 30 days prior to any proposed changes to a registration for a course are to take effect. This includes proposed changes to:

- course duration, including holiday breaks
- modes of study, including on-line, distance or work-based training
- number of overseas students enrolled at the provider, within the limit or maximum number approved by the ESOS agency for each location and overall for the Institute
- arrangements with other education providers, including partners, in delivering a course or courses to overseas students
- to relocate or add a new location

Provider Registration and International Student Management System (PRISMS)

Means the Provider Registration and International Students Management System (the electronic system that holds CRICOS and the electronic confirmation of enrolment).

4. PROCEDURE

New Course Application

- 4.1 As part of preparation of an application for a new course, the Institute's Compliance team will review TEQSA's current requirements for adding the course to the Institute's CRICOS registration.
- 4.2 The Compliance team or a suitable expert will prepare the application for adding courses to the Institute's CRICOS registration including compiling all required evidence.
- 4.3 The application will be submitted once the new course has been approved by TEQSA.
- 4.4 The President and CEO:
 - Reviews the application to ensure that it is consistent with the requirements of TEQSA and is made using specified TEQSA proformas and processes;
 - Ensures that amendments to existing course registration details on CRICOS are made at least thirty days prior to the changes taking effect on CRICOS are notified to TEQSA; and
 - approves the payment of any fees charged by TEQSA.
- 4.5 The application will include:
 - Specification of
 - the full title of the Course;
 - the expected duration of the course includes any holiday periods or any work-based training;
 - modes of study, including online, distance or work-based training;
 - arrangements with other education providers, including partners, in delivering a course or courses to overseas students;
 - any work-based training to be undertaken as part of the course is necessary for the student to gain the qualification together with appropriate arrangements for the supervision and assessment of students;
 - the names and CV's of Academic Staff members to be involved in delivering the course;
 - ensuring that there are appropriate and sufficient education resources, including facilities, equipment, learning and library resources and premises;
 - ensuring that the course is not delivered entirely by online or distance learning;
 - ensuring that teaching and assessment material for units of the course is prepared and available to be submitted to TEQSA if required;
 - ensuring the new course can be added within the maximum capacity approved by TEQSA or whether an increase to capacity application is required;
 - a draft of marketing materials for the new course consistent with National Code Standards 1 and 2 is prepared and available to be submitted to TEQSA if required;
 - a timetable is prepared and available to be submitted to TEQSA if required;
 - an orientation program is prepared and available to be submitted to TEQSA if required.

- 4.6 Once the application is ready for endorsement, a Report (or Flying Minute) will be prepared and provided to the Education Committee and the Academic Board for endorsement and to the Governing Board to approve the proposed course and the lodgement of the application to TEQSA.
- 4.7 Once approved by the Governing Board, the application will be lodged via the TEQSA portal.

New or Changed Head Office or Campus Location

- 4.8 The Compliance team will prepare an Intention to relocate or add new delivery site application through the provider portal (see [How to apply to relocate or add a new location on CRICOS | Tertiary Education Quality and Standards Agency https://www.teqsa.gov.au/cricos-and-elicos/how-apply-relocate-or-add-new-location-cricos](#) for the requirements).
- 4.9 The evidence supporting the application will include:

Appropriate Space

- a current signed lease for the new location;
- evidence of the approved maximum occupancy for the location;
- floor plans showing teaching space and amenities;
- a draft timetable demonstrating how the requested student capacity will be accommodated in the space;
- security arrangements for the operating hours;
- if the space will be used by any other provider, how the space is shared must be outlined; and
- the number of domestic students expected to attend the campus;

Appropriate Staff

- a current workforce plan;
- number of full-time and casual academic staff as well as professional staff; and
- current students to staff ratio;

Appropriate Student Resources

- description of IT resources and library resources and other facilities available to students;
- list of student support services available; and
- critical incident policy.

- 4.10 If relocating students from an existing delivery location a draft letter/notification to advise students about the relocation will be provided to demonstrate compliance with obligations under 46D of the ESOS Act.
- 4.11 To further support the application additional evidence may be required, including:
 - rationale for the application, including current strategic and business plan how the application aligns with each; and
 - due diligence undertaken in vetting the new location, including the approval by the Governing Board.

- 4.12 Once the application is ready for endorsement, a Report (or Flying Minute) will be prepared and provided to the Governing Board to approve the proposed change of location and the lodgement of the application to TEQSA.
- 4.13 Once approved by the Governing Board, the application will be lodged via the TEQSA portal.

Changes to course delivery

- 4.14 The Compliance team will prepare any notification to TEQSA of any changes to the CRICOS registration including:
- the course duration, including holiday breaks;
 - modes of study, including online, distance or work-based training;
 - number of overseas students enrolled at the provider, within the limit or maximum;
 - number approved by the ESOS agency for each location; or
 - arrangements with other education providers, including partners, in delivering a course or courses to overseas students.
- 4.15 The Institute will provide all required information requested by TEQSA to support the change at least 30 days prior to the time at which those changes are proposed to take effect.
- 4.16 Once the notification is ready for endorsement, a Report (or Flying Minute) will be prepared and provided to the Governing Board to approve the proposed Notification to TEQSA.
- 4.17 Once approved by the Governing Board, the application will be lodged as required by TEQSA via the TEQSA portal or email.

5. QUALITY ASSURANCE

To ensure that this procedure is fit for purpose and meet the requirements of the TEQSA Compliance Frameworks the procedure will be:

- 5.1 internally approved by the Executive Management Team on development or review
- 5.2 externally reviewed as part of any independent review of the TEQSA Compliance Frameworks approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 5.4 referenced to the applicable TEQSA Compliance Frameworks requirement(s) and/or other legislation/regulation.

6. FEEDBACK

Feedback or comments on this procedure is welcomed by the listed Responsible officers of the Institute.

7. ACKNOWLEDGEMENT

This procedure was developed with reference to the following:

- RMIT University, Program and Course CRICOS Procedure, 2024 (<https://policies.rmit.edu.au/document/view.php?id=306>)
- University of Wollongong, CRICOS Registration and Amendments Procedure, 2024 (<https://policies.uow.edu.au/document/view-current.php?id=88>) TEQSA, How to add or withdraw a course on CRICOS Guide (<https://www.teqsa.gov.au/cricos-and-elicos/how-add-or-withdraw-course-cricos#:~:text=CRICOS%20registered%20providers%20are%20required%20to%20apply%20to,on%20CRICOS%20application%20via%20the%20TEQSA%20Provider%20Portal.>)

TEQSA, Notifications and approvals required of CRICOS registered providers ([Notifications and approvals required of CRICOS registered providers | Tertiary Education Quality and Standards Agency](#))

8. VERSION CONTROL

Version	Date approved	Description	Approved by
2.0	September 2018	Initial issue	EMT
3.0	August 2023	Internal Review	EMT
4.0	June 2026	Internal Review	EMT
Related legislation/ regulation/standard	Tertiary Education Quality and Standards Act 2011 Education Services for Overseas Students Act (ESOS) 2000 Education Services for Overseas Students Regulations 2019 The National Code of Practice for Providers of Education and Training to Overseas Students 2018 Higher Education Standards Framework (Threshold Standards) 2021		

Note: EMT – Executive Management Team